



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM
Office of Human Resources
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CLINICAL NURSE MANAGER

Department: Inpatient Surgery Unit – 4 East	ICPA Level: 1
Division: ANMC	FLSA : Exempt
	Approved Date: July 11, 2006

JOB DEFINITION: Under general supervision, organizes and directs the work of Nursing Units and programs; coordinates staff to assure that effective nursing services are provided, and quality standards are met. Staffing consists of Registered Nurses, Medical Clerks, PSAs and other healthcare providers as needed. A multidisciplinary team approach to care is utilized. The function of the clinical nurse manager is to develop and maintain an environment that supports the professional nurse and staff.

ESSENTIAL FUNCTIONS: The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Systematically evaluates the quality and effectiveness of nursing practice and nursing services, analyzing appropriate internal and external data and information to identify opportunities in collaboration with stakeholders for improving services and patient outcomes.
- Evaluates her/his own performance based on professional practice standards, relevant studies and regulations, and organizational criteria identifying areas of strength, as well as areas for professional/practice development.
- Develops education programs designed to assist the staff nurse in the progression from novice to expert in the practice of nursing.
- Contributes to nursing management education and professional development of staff, students, and colleagues in an environment of mutual respect and understanding.
- Decisions and actions are based on ethical principles and fosters a non-discriminatory climate in which care is delivered in a manner sensitive to socio-cultural diversity.
- Promotes research, and integrating evidence-based knowledge into the identification of best practice in the delivery of nursing care to the appropriate population.
- Promotes and monitors regulatory agency standards and customer service expectations for the practice of all aspects of nursing.
- Responsible for interviewing and hiring.
- Responsible for operating within approved budget.
- Ensures availability and operation of necessary equipment and supplies for patient care.

REPRESENTATIVE DUTIES: The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Utilizes the ANA Scope and Standards of Practice and the Code of Ethics for Nurses with Interpretive Statements as the foundation for nursing practice.
- Interacts with and contributes to the professional development of peers and others practicing in a Shared Governance model of nursing practice.
- Directs nursing units and programs.
- Ensures quality of care to patients and families represents "best in class".
- Develops and monitors programs.
- Collaborates and assists professional staff and university in statewide regional programs.
- Promotes satisfaction of internal and external customers.

- Provides leadership, direction and guidance to assigned staff.
- Coordinates and maintains the required training and skills of staff.
- Implements corrective actions and conducts performance evaluations.
- Effectively addresses personnel issues in order to promote a productive and healthy work environment.
- Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Implement national nursing standards.
- Effectively intercede with family and patients and resolve concerns related to the delivery of health care services.
- Develop, maintain, and evaluate patient/client and staff data collection systems and processes to support the practice of nursing and the delivery of patient care.
- Collaborate with nursing staff at all levels, interdisciplinary teams, executive officers, and other stakeholders in the development, implementation, and evaluation of programs and services.
- Develop and implement recruitment and retention programs for staff.
- Evaluate factors related to safety, outcomes, effectiveness, cost, and social impact when developing and implementing practice innovations.
- Delegate responsibilities appropriate to licensure, education, and experience of staff.
- Monitor and evaluate appropriate utilization of staff in collaboration with hospital wide stakeholders.
- Utilize evidence-based practice to develop and implement standards of practice that guide practice improvement initiatives.
- Recognize the diverse skill levels of individual staff members and the unique needs of the patient population when developing staffing plans; ensures level of staffing for the level of acuity is appropriate 24 hours/day.
- Evaluate staff competency by direct observation, peer review, orientation and employee input, documenting this in the appropriate system.
- Develop and implement effective educational programs designed to assist the staff in the progression from novice to expert in the care of the patient and family.
- Operationalize the Shared Governance model of Nursing Practice and integrate point of care staff into decision-making.

MINIMUM QUALIFICATIONS:

- Current registered nurse license in the State of Alaska
- Baccalaureate degree in nursing and/or higher level of educational program in the health care administration, nursing, or adult education preferred.
- Minimum of 24 months experience with the health needs of the population served.
- Certification is preferred.
- Within the last two years, continuing education for professional licensure (30 hours every 2 years) is required; continuing education appropriate to administrative practice (16 hours every 2 years) is preferred.
- Certification in Basic Life Support (BLS)

ADDITIONAL REQUIREMENTS:

- Depending on the needs of the organization, some incumbents in this job class may be required to obtain additional certifications or training in one or more specialty areas.
- Work involves the potential for exposure to infectious diseases.
- Some non-standard work hours and on-call are required.
- ACLS, PALS, TNCC, NRP, etc. depending on work area.
- ANMC is not a latex free environment therefore some latex exposure can be expected.

MINIMUM PHYSICAL REQUIREMENTS:

☒ Standing
☒ Sitting
☒ Walking

☒ Repetitive movements
☒ Bending/squatting
☐ Driving

Weight lifting:
☐ up to 10 lbs ☐ up to 25 lbs
☒ up to 50 lbs ☐ up to or > 100 lbs.

CLINICAL NURSE MANAGER

Job Code: 0000

AGE SPECIFIC REQUIREMENTS:

Provides care to the following age groups:

<input type="checkbox"/> newborn (0-28 days)	<input type="checkbox"/> infant (29 days –1 yr)	<input type="checkbox"/> child (1-12 years)
<input type="checkbox"/> adolescent (12-18 years)	<input type="checkbox"/> adult (18-64 years)	<input type="checkbox"/> geriatric
<input type="checkbox"/> maternal/ neonatal	<input type="checkbox"/> none	

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Acknowledgment/Signature

Date

Printed Employee Name

Date

Supervisor Signature

Date